



**City of Louisville COVID-19
Safer at Home Level Orange: High Risk
Facility and Operations Plan**

November 4, 2020

Overview

The State and Boulder County have experienced significant increases in COVID-19 cases over the past month. On November 4 the State ordered Boulder County to move to the next most restrictive level, which is Safer at Home Level Orange: High Risk. This document outlines the City's plan for facilities and operation under this public health phase.

Reopening Principles

The City has outlined the following principles to help guide the process of recovery and reopening:

- The health, safety and well-being of our employees and the residents of the City of Louisville are our top priority throughout reopening and recovery.
- The City will work to support the economic health of our residents, businesses and our organization through the process of recovery.
- The City will approach facility reopening carefully and with caution, evaluating the risks and rewards associated with each step toward recovery.
- The City commits to working collaboratively with our partners and supports alignment in our recovery efforts.
- The City will only move forward with reopening efforts if they are in compliance with state and county health guidelines.
- The City will remain flexible and nimble in planning and implementing recovery efforts, recognizing the pandemic response is dynamic and rapidly changing.
- Robust community engagement and response will be integral to the City's recovery process.

Reopening and Recovery Phases:

The State of Colorado has released a three-level strategy with five tiers/levels for restrictions necessary to prevent the spread of COVID-19 while protecting vulnerable populations and allowing for economic growth and sustainability. The dial allows for counties to move along the levels depending on the current local pandemic conditions.



This leveled approach is also aligned with national guidance recommendations for ensuring that reopening can occur once certain public health milestones have been met.

- **Phase 1: Slow the Spread**
 - Goals include slowing transmission, increasing testing capacity and ensuring health care system has capacity to safely treat patients.
 - Triggers for next phase include sustained reduction for 14 days, health care system has capacity to safely treat patients, state can test all people with symptoms and state can actively monitor confirmed cases/contacts.
- **Phase 2: Reopen, Based on State and local data**
 - Goals include lifting strict physical distancing measures and allowing majority of businesses/schools to reopen.
 - Triggers for next phase include vaccine has been developed/tested and receives FDA emergency use authorization.
- **Phase 3: Establish Protection & Lift All Restrictions**
 - Goals include preventing infection, treating those with early disease, providing prophylaxis for those exposed, building population-level immunity and lifting all physical distancing measures.

At this time, Boulder County is in the Safer at Home phase, Level Orange: High Risk. Moving up the dial to a less restrictive level, including to the Protect Our Neighbors level, requires that a County qualify by meeting certain public health metrics. This plan may be updated regularly to reflect the most recent public health guidance. The City will update this reopening plans throughout each of the phases of the pandemic and associated restrictions.

Safer at Home Level Orange: High Risk

I. City Hall

- City Hall remains open for limited hours with most service delivery occurring remotely. In-person services will continue to be provided by appointment only on Tuesday and Thursday from 8:00am to 12:00pm
- All safety protocols from phase one/two as outlined in the COVID-19 Operational Guidelines for both the public and employees are required
- City Hall occupancy will be limited to 25% total occupancy
- Stagger staff schedules to limit the number of individuals in the building
- Staff should be limited to those essential to serving the public
- In-person meetings among only staff or between staff and the public are restricted
- Employees should not congregate in common spaces, such as hallways, kitchen, common areas, etc.

II. Public Library

The Library will provide contactless Curbside Holds Pick-Up and a limited number of ½ hour reservations for computer use.

Library staff that will be involved on-site for this level of service delivery:

- Library Director
- Support Services Coordinator
- Circulation Services Supervisor
- Youth Services Supervisor
- Adult Services and Materials Management Supervisor
- Adult and Youth Services Librarians and Library Associates
- Library Clerks and Pages

Hours of Service/Public Access:

Curbside Service:

Saturday	Closed
Sunday	1:00 pm - 5:00 pm
Monday	Closed
Tuesday	11:00 am - 5:00 pm
Wednesday	11:00 am - 5:00 pm
Thursday	2:00 - 7:00 pm
Friday	1:00 pm - 5:00 pm

Computer Reservations:

Four computer work stations will be available for half hour reservations. Computer use is self-service only. To maintain social distancing requirements, no technology assistance will be provided.

Tuesdays 10:00 AM - 12:00 PM

Thursday 4:00 - 6:00 PM

Programs/Services available:

- Limited computer use – 1/2 hour time limit for each patron by reservation only
- Curbside delivery of patron holds
- Curbside delivery of prints, including 3d prints
- Curbside delivery of Take and Make crafts
- We Browse For You virtual readers' advisory service

Library-specific safety measures:

- Library Materials will be quarantined for 4-5 days prior to manual check-in and shelving.

III. Louisville Historical Museum

The Historical Museum online and remote programming will continue.

All Historical Museum staff will be involved in programming. Staff will continue to work remotely and onsite as needed.

Hours of Service/Public Access:

Available slots/times for Museum tours will be on Tuesdays through Saturdays at 10 AM, 1 PM, and by request (pending facility/staff availability).

Programs/Services available:

Viewing of the interior of Museum campus buildings will be limited to small numbers based on the square footage of the building. Tours are by reservation only. Groups of six or fewer people from the same household will be allowed at each tour.

Museum specific safety measures: All City safety measures and protocols for customers/patrons from Phase one will be followed.

IV. Police Department/Municipal Court

The Police Department and Court window will remain open for limited, walk in services to allow for access to police reports, ticket payments, or other in-person services that customers are not able to access online.

Police Department staff will include the Desk Officer and Records Staff, and Courts staff will include the Court Coordinator.

Municipal Court may move to online court proceedings only.

Hours of Service/Public Access:

The Police Department and Court services windows will be open on Monday and Wednesday from 10:00am to 2:00pm for in-person services by appointment only.

The Municipal Court will continue to hold in-person court two times per month (every other Tuesday), with appointments for hearing times, unless there is a shift to online court proceedings.

Police Department specific safety measures:

- All City safety measures and protocols for customers/patrons from Phase one will be followed.
- A limited number of patrons (up to 6) will be allowed in the lobby area at one time with 6 feet social distancing.

V. City Services

Under normal circumstances, the City Services building offers very limited public access and services. City Services building will remain closed to the public through Safer at Home, Level Orange.

Additional protocols have been put in place at City Services during the winter season and Safer at Home Level Orange: High Risk.

- Stagger schedules to limit the number of individuals in the building.
- No in person meetings in City Services meeting room.
- Additional computer terminals have been installed to allow Parks, Open Space and Operations staff to work with 6 feet social distancing.

- Cleaning supplies at all cubicle work stations and in the meeting room.
- Staff should not congregate in groups in the lunch room, and instead spread out and social distance at all times.
- Only one employee per vehicle. Staff must drive personal vehicles to job sites and will be reimbursed for mileage.

VI. Recreation and Senior Center (LRC)

The Safer at Home Level Orange: High Risk allows for limited access to the Recreation Center.

Recreation and Senior Center Staff that will be involved on-site for this level of service delivery:

- Recreation Superintendent
- Recreation Manager
- Recreation Supervisors I & II
- Recreation Facility Assistant
- Community Resource Coordinator
- Meal Site Coordinator & Program Assistant
- Head Lifeguards
- Pool Maintenance Technician
- Facility Maintenance Technician
- Variable Part-Time Staff (As warranted/needed)

Hours of Service/Public Access:

- Monday-Thursday 6am-7pm
- Friday 6am-5pm
- Saturday 7am-3pm
- Closed Sundays
- Reservations required for the weight rooms as well as the aquatics area.
- Walk up or drop in use is allowed in all areas on a space available and first come-first served basis.

Programs/Services Available:

- The Louisville Recreation Center will provide the following services based on current guidelines that allow for 25% capacity or up to 25 people per room (whichever is less) as long as social distancing can be maintained:
 - Membership/Customer Services
 - General Facility
 - Free Weights
 - Machine Weights
 - Cardio Equipment
 - Group Fitness (online, in person and outdoor)
 - Gymnasium
 - Racquetball Courts
 - Track
 - Personal training
 - Indoor drop-in activities will be conducted in accordance with public health guidance.

- Outdoor youth sports activities with groups under 10 occur outdoors
 - Contracted programs continue such as jump rope, and Tai chi outdoors
 - Pool Area (Lap Swimming, open/family swim and hot tub, river walking only with restrictions – reservations required)
 - Sauna/Steam Closed
 - Restrooms
 - Locker Rooms (open with restrictions)
 - Preschool program will continue (Unless BVSD goes to remote learning for K-2nd grade)
 - No indoor youth or adult sports
 - No indoor youth or adult classes
 - No turf gym rentals and no swim team
 - Drop in Childcare (Closed)
 - Indoor play area (Closed)
- Open/Family Swim:
 - 320 spots total for the week.
 - Mondays 10:45-3pm, 3:45-6:30pm, Tuesdays 3:45 pm-6:30 pm, Wednesdays 10:45am-12:00pm, 1:45pm-3:00pm, 3:45pm-6:30pm, Thursdays 10:45am-12:00pm, 1:45pm-3:00pm, 3:45-6:30pm, Friday 10:45am-12:00pm, 1:45-3:00 pm, 3:15pm-4:30pm and Saturday 9am-2:45pm. Times Slots of 1 hour and 15 min.
 - Locker rooms – large men and women's locker rooms open, shower rooms available in the family locker room, large cubbies upstairs open.
 - No use of any deck furniture or tables
 - Patrons bring their own chairs
 - Tape off areas that are used for lap swim exit for social distancing
 - Areas Open: Water Features, Slides, Basketball (bring your own ball)
 - Slides: Create marks for our large body slide with 6ft distancing if in case a line were to form. Bleach and wipe down hand rails in between time slot transition.
 - Lazy River: No equipment (for example tubes and noodles) in Lazy River.
 - No group swim lessons will occur but private lessons will continue.
 - Senior Center:
 - The Senior Center will remain closed through Safer at Home, Level Orange.
 - Curbside Senior Meals will continue to be provided Monday through Friday.
 - Senior health and wellness phone calls will continue.
 - Online senior programming will continue.
 - Senior social services and case management will continue remotely.

Recreation & Senior Center Specific Safety Measures:

In addition to the safety and sanitization measures applied at all facilities, the following protocols will be applied at the Recreation & Senior Center.

- Per City ordinance, masks will be required in the Recreation Center by all staff and patrons.
- Swimmers will be required to wear a mask until the time that they enter the pool (including in the pool area), and may remove it when swimming. Masks are to be put on

after swimming upon exiting the pool. 6 feet social distancing is required between swimmers at all times.

- All facility users will be provided a cloth towel and spray bottle when they enter the facility.
 - Patrons will be asked to wipe down equipment both before and after use.
- Removal of all social area furniture in the facility.
- Cover drinking fountains (patrons would be allowed to use bottle fillers).
- Staff and guests will be required to wear a mask while in the facility including while working out.
- Additional cleaning of high-touch areas, equipment, restrooms and other areas will be done on a regular basis.
- Aquatics Area
 - High touch surfaces will be sanitized throughout the day.
 - Pool Deck will be cleaned and sanitized at the end of each day.
 - All equipment (kickboards and pull buoys) will be sanitized after each use.
- Programming/Classes
 - Any equipment used will be cleaned and sanitized between uses.
- Locker Rooms/Showers
 - Locker rooms and showers will be cleaned daily and during the day on a regular basis.
- Cubbies for personal belongings will be cleaned daily and throughout the day, and cleaning supplies will be available for patrons using the cubbies to wipe them down after use.
- HVAC updates including adjusting air settings for a better dilution factor

VII. Coal Creek Golf Course (CCGC)

The Coal Creek Golf Course will be open with regular hours and protocols, consistent with the Safer at Home Level Orange guidance.

Golf Course staff providing on-site operations includes:

Head Golf Pro, Assistant Golf Pros

Operational Staff

Course Superintendent, Assistant Course Superintendent

Course Maintenance Staff

Hours of Service/Public Access:

Hours will be based on weather and available staff. Public access will be limited to those that book and pay remotely.

Programs/Services available:

- Pro Shop retail businesses is open with 25% capacity in the store.
- Carts are available at this time. Only people from the same household can share a cart.
- Driving Range, chipping green, putting green and punch bowl green will be open for golfers while maintaining proper social distancing.

- Sweet Spot Café is open with 25% capacity in restaurant and take-out allowed. .
- Bathrooms will be available in the clubhouse and on the course.

CCGC- Specific Safety Measures:

In addition to the safety and sanitization measures applied at all facilities, the following protocols will be applied at CCGC.

Operational Protocols

- Extended tee time intervals to 12 minutes (normally intervals are between 8-9 minutes)
- Pencils, tees, scorecard and social distancing guidelines will be distributed at the first tee.
- Common items like rakes, ball washers and water coolers will be removed from the course.
- Flagsticks will stay in place with instructions not to remove. Cups will be modified so players can remove their ball without touching the cup and flagstick.
- Additional cleaning and sanitation of bathrooms will take place multiple times during the day.
- Staff will be wearing masks and gloves and players are strongly encouraged to wear a mask while on the course.
- Masks are required when indoors or outdoors and 6ft of social distancing cannot be maintained. Masks are highly encouraged while on the course.
- Plexiglass installed in the pro shop to protect staff and customers.
- Players are encouraged not to congregate before, during or after their round of golf.
- Players should not arrive more than 15 minutes prior to their tee time and should leave the course immediately after their round.

Maintenance Protocols

- Maintenance staff are staggering start times to minimize the number of staff in the shop at any given time.
- Staff are working independently on the course as much as possible. When working in groups, social distancing guidelines are being followed.
- Only one staff person is allowed per piece of equipment.
- Machinery is being cleaned and sanitized after each use.

VIII. Parks, Amenities and Other City Facilities

All parks, facilities and amenities open during Phase one will continue to be open with restrictions in Safer at Home Level Orange.

City of Louisville Facility Rental Guidelines

All events utilizing City of Louisville facilities must comply with all applicable laws, local codes, ordinances, permitting requirements, and public health orders. Event organizers are strongly

encouraged to use virtual electronic platforms and alternative activities less conducive to public gathering whenever possible.

- **Louisville Center for the Arts**

The Louisville Arts Center will reopen for community use/rental with limited capacity at 25%.

Hours of Service/Rental:

The Center for the Arts will be open for pre-scheduled events and rentals only, with one event allowed per day.

Programs/Services available:

- Individual groups will be able to reserve/rent the Center for small group classes, events, trainings, etc.
- Groups will be limited to 10 people and under.
- Seated events may have a capacity of 25 people.
- Only one bathroom will be open.
- Kitchen will be open but limited to use of sink.
- All participants will be required to wear masks while in the Center, and outside the Center when social distancing can't be maintained.

Center for the Arts specific safety measures:

- Cleaning of facility will occur between all uses/rentals. An additional cleaning surcharge will be applied.
- Users/renters will be required to conduct their own cleaning of high-touch areas during events. Cleaning supplies will be available onsite.
- Users/renters must supply their own hand sanitizer for event participants.

Commercial Rentals: Community Park, Memory Square, Annette Brand, Cottonwood Park and Steinbaugh Pavilion

Programs/Services available:

Community Park, Memory Square, Annette Brand and Cottonwood Park can be rented by businesses/commercial entities to host outdoor, socially distanced classes with 10 people or fewer. Steinbaugh Pavilion is also available for scheduled event rental by businesses and organizations. Businesses and organizations renting the facility must provide an event that adheres to all social distancing requirements and Guidelines for Outdoor Events outlined for Safer at Home, Level Orange by the [State of Colorado](#) and [Boulder County Public Health](#) and which follows State and Local guidance regarding the use of face coverings for event participants and organizers.

- **Park Shelters**

City of Louisville park shelters are available on a drop-in basis for small gatherings consistent with current public health guidelines. Reservations of park shelters are not available. Level Orange limits personal gatherings to groups of no more than 10 and from no more than 2 households.

Users are advised that facilities including picnic tables are cleaned only periodically. The public is advised to use facilities with caution, to clean surfaces as necessary, and to wash hands or use alcohol-based hand sanitizer consistent with current public health recommendations.

- **Park use for Organized Special Events or Classes**

Rental facilities and capacity:

The following facilities are available for rental for events of up to 25 people and classes/group sports of up to 10 people. Park rental does not include reserved use of pavilion space (except Steinbaugh Pavilion).

- Cottonwood Park
- Community Park (*Available for Special Events up to 75 people)
- Cowboy Park
- Memory Square Park
- Steinbaugh Pavilion

Renter Responsibilities:

Renters are responsible for following all current public health guidance for outdoor events including:

- State guidance for outdoor events: <https://covid19.colorado.gov/safer-at-home/outdoor-events>.
- Boulder County Public Health additional guidance: <https://assets.bouldercounty.org/wp-content/uploads/2020/08/safer-at-home-guidance-special-events.pdf>.
- Facial Coverings: Events must follow all State, County, and City of Louisville requirements regarding facial coverings. The City of Louisville facial covering ordinance may be found at: <https://www.louisvilleco.gov/living-in-louisville/residents/coronavirus-update>.

Renter is responsible for following all applicable State and Local Public Health Guidelines regarding health and safety during COVID-19. Renter further understands that they are responsible for compliance by all attendees at their event. Renter will immediately address compliance issues with participants and attendees and shut down the event if necessary. Failure to follow guidelines could result in the City or local law enforcement shutting down the event and the loss of renter's ability to host future events in City of Louisville facilities.

COVID-19 Health and Safety Plan:

Renter must provide the City of Louisville with a COVID-19 Health and Safety plan that addresses all State and Local guidance and how you will communicate your health and safety plan to staff, volunteers, and attendees.

Plan must include information about modifying or canceling an event at any time in order to meet current public health guidance.

*Renters wishing to use Community Park for large groups must submit their COVID-19 Health and Safety Plan to Boulder County Public Health for Approval. Please allow at least 6 weeks for approval. Events without a COVID-19 Health and Safety Plan approved by BCPH will not be permitted.

Rental information and availability:

Steinbaugh Pavilion Rental information is available at <https://www.louisvilleco.gov/exploring-louisville/arts-events/facilities/steinbaugh-pavilion> or email Katie Zoss at kzoss@louisvilleco.gov for more information and availability.

All other park rental information is available at <https://www.louisvilleco.gov/living-in-louisville/residents/departments/parks-recreation-and-open-space/parks-division/park-amenities-and-shelter-rentals> Renters must submit a Park Usage Permit Application, available at <https://www.louisvilleco.gov/home/showdocument?id=17548>.

For questions and availability, email Dru Tieben at dtieben@louisvilleco.gov.

COVID-19 Operational Guidelines for all City Facilities

Sanitization:

- ☐ A sanitization station and signage will be installed at entrances of all facilities.
- ☐ A designated sanitation worker will be appointed daily at each facility:
 - Frequently clean and sanitize commonly touched surfaces and objects such as electronics, door knobs and handles, faucet handles, counter tops, and cash machine keypads.
 - Restock cleaning and public/employee safety supplies.
 - Report any issues or concerns to supervisor.
- ☐ Employees directly serving customers will clean between each individual customer.
 - Provide disposable wipes/spray and wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, grocery carts, etc.) can be wiped down by employees before each use, and by customers.
- ☐ Deep cleaning will occur at facilities that are open to the public, on every night that the facility is open to the public.

Employee Safety:

- ☐ Sick employees must stay home and contact a health care professional for guidance if experiencing symptoms of COVID-19. If an employee is presumed positive or tested for COVID-19, they will notify their supervisor immediately.
- ☐ High-risk employees are discouraged from working on-site and/or near other staff members. You can read more about high-risk groups on the BCPH website at <https://www.bouldercounty.org/families/disease/covid-19/#high-risk-groups> Please work with your supervisor and Human Resources to determine if adjustments to your work should be made.
- ☐ If an employee is experiencing symptoms of COVID-19 and sent home from a City facility, access to the areas that person worked will be immediately restricted for at least 2 hours after the person has left.
 - The City will coordinate with janitorial staff to do a deep cleaning of the facility.
 - Fellow employees should self-monitor for symptoms and notify their supervisor if they start to experience symptoms of COVID-19.
- ☐ Employees who can telework will continue to work from home as much as possible.
- ☐ Maintain 6 feet of physical distancing between staff and patrons at all times.
- ☐ Employees wear masks at all times while in City facilities and while in the field working, consistent with public health guidelines.
- ☐ Employees work in facilities is staggered or alternating shifts to reduce the number of employees in City offices at any time.
- ☐ Employees cover their nose and mouth when coughing and sneezing.
- ☐ Wash hands frequently, especially after coughing or sneezing. Wash with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- ☐ Thermometers for temperature checks must be used upon entry to buildings. Employees must be screened for COVID-19 symptoms each day. Anyone symptomatic will be excluded from work for at least 7 days. For additional details, please see the City's

policies on COVID-19 illness, teleworking, PPE and travel in [the City Share in Emergency Preparedness\COVID-19\Continuity of Operations Plans](#).

Public/Customer Management:

- ☐ Public entering any City facility or accessing City programs/services must wear masks consistent with public health guidelines. While there are some exceptions to the requirement to wear a mask, City policy still requires all patrons and staff in City facilities to wear masks to protect the health and safety of all staff and other patrons. If a person meets one of the exceptions and cannot wear a mask, they still may not enter a City facility without a mask. City staff will work with the patron to provide an accommodation for service.
- ☐ Public must utilize sanitization stations for customers upon entrance to buildings.
- ☐ Maintain adequate spacing (6 feet) between customers and staff inside and outside facilities.
 - In areas of high-volume traffic, the City will utilize pacing tools, such as tape markers on the floor, to keep customers and employees adequately spaced.
 - Physical barriers such as sign stands, ropes and sneeze guards will be utilized.
 - Each facility will have a staff member dedicated to monitor sanitization stations and social distancing.
- ☐ Prominently display signs in offices that communicate with customers and staff the steps the city is taking to minimize the risk of COVID-19 and give visual cues for correct social distancing.
- ☐ Adopt practices that encourage line management and reduce wait time for customers.